

**VIRGINIA BOARD OF COUNSELING  
INFORMAL CONFERENCE COMMITTEE  
FRIDAY, April 25, 2014  
DRAFT MINUTES**

CALL TO ORDER: An Informal Conference Committee ("Committee") of the Board of Counseling ("Board") convened on Friday, April 25, 2014 at 9:05 a.m., at the Department of Health Professions, Perimeter Center, 9960 Mayland Drive, Richmond, VA, Training Room 1.

MEMBERS PRESENT: Charlotte Markva, Chair  
Benjamin Keyes, Ph.D.

STAFF PRESENT: Jennifer Lang, Licensing Manager – Board of Counseling  
Peter Opper, Adjudication Specialist, APD

MATTER SCHEDULED: Rebecca Derwin, LPC Applicant  
Case No.: 154730

DISCUSSION: Rebecca Derwin, LPC Applicant, appeared before the Committee in person in accordance with a Notice of the Board dated March 13, 2014, to consider her application for licensure by endorsement as a professional counselor and to inquire into allegations that grounds exist to deny her application. Ms. Derwin was not represented by legal counsel. The Committee fully discussed the allegations contained in the notice with Ms. Derwin.

CLOSED SESSION: Upon a motion by Dr. Keyes and duly seconded by Ms. Markva, the Committee voted to convene in a closed meeting pursuant to §2.2-3711(A)(27) of the *Code of Virginia* for the purpose of deliberating to reach a decision in the matter of Rebecca Derwin, LPC Applicant. Additionally, he moved that Jennifer Lang and Peter Opper attend the closed session because their presence was deemed necessary and would aid the Committee in its deliberations.

RECONVENE: Having certified that the matters discussed in the preceding closed session met the requirements of §2.2-3712 of the *Code*, the Committee reconvened in open session and announced its decision.

DECISIONS: Upon a motion by Dr. Keyes, and duly seconded by Ms. Markva, the Committee made certain Findings of Fact and Conclusions of Law, and voted to recommend to the Board that Ms. Derwin's application for licensure as a professional counselor by endorsement be denied.

ADJOURNMENT: The Committee adjourned at 10:58 a.m.

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Charlotte Markva, Chair

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Jennifer Lang, Licensing Manager

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Date

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Date

**VIRGINIA BOARD OF COUNSELING  
INFORMAL CONFERENCE COMMITTEE  
FRIDAY, April 25, 2014  
DRAFT MINUTES**

- CALL TO ORDER: An Informal Conference Committee (“Committee”) of the Board of Counseling (“Board”) convened on Friday, April 25, 2014 at 11:13 a.m., at the Department of Health Professions, Perimeter Center, 9960 Mayland Drive, Richmond, VA, Training Room 1.
- MEMBERS PRESENT: Charlotte Markva, Chair  
Benjamin Keyes, Ph.D.
- STAFF PRESENT: Jennifer Lang, Licensing Manager – Board of Counseling  
Peter Opper, Adjudication Specialist, APD
- MATTER SCHEDULED: Jonathan Woolfolk, CSAC-A Applicant  
Case No.: 154808
- DISCUSSION: Jonathan Woolfolk, CSAC-A Applicant, appeared before the Committee in person in accordance with a Notice of the Board dated March 14, 2014, to consider his application for certification by examination as a certified substance abuse counseling assistant and to inquire into allegations that grounds exist to deny his application. Mr. Woolfolk was not represented by legal counsel. The Committee fully discussed the allegations contained in the notice with Mr. Woolfolk.
- CLOSED SESSION: Upon a motion by Dr. Keyes and duly seconded by Ms. Markva, the Committee voted to convene in a closed meeting pursuant to §2.2-3711(A)(27) of the *Code of Virginia* for the purpose of deliberating to reach a decision in the matter of Jonathan Woolfolk, CSAC-A Applicant. Additionally, he moved that Jennifer Lang and Peter Opper attend the closed session because their presence was deemed necessary and would aid the Committee in its deliberations.
- RECONVENE: Having certified that the matters discussed in the preceding closed session met the requirements of §2.2-3712 of the *Code*, the Committee reconvened in open session and announced its decision.
- DECISIONS: Upon a motion by Dr. Keyes, and duly seconded by Ms. Markva, the Committee made certain Findings of Fact and Conclusions of Law, and voted to approve Mr. Woolfolk’s application for certification by examination as a substance abuse counseling assistant.
- ADJOURNMENT: The Committee adjourned at 12:13 p.m.

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Charlotte Markva, Chair

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Jennifer Lang, Licensing Manager

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Date

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Date